
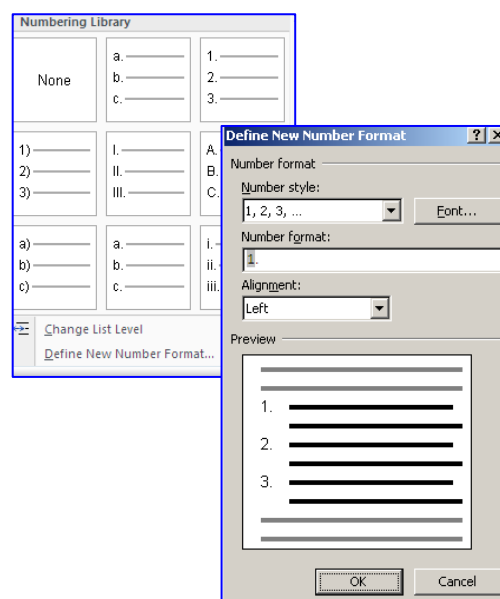


NUMBERED LISTS

Create a one-level numbered list

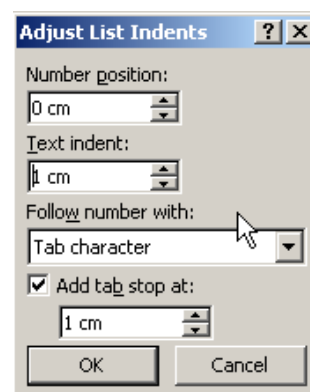
Option #1: Type the text first:

- 1 **Type the list** of items you wish to apply bullets to.
- 2 **Select the list** of items
- 3 On the **home tab, paragraph grouping**
- 4 Click the **arrow** beside the **Number button**  in the **paragraph grouping**.
- 5 Click **define new Number format**
- 6 In the new window: change the **number style**, **font, format and alignment**.



To adjust list indents

- 1 **Select text.**
- 2 **Point cursor on the selection and right mouse click**
- 3 Choose **adjust list indents**
- 4 Set **number position** to **0 cm**
- 5 Set **text indent** to **1 cm**
- 6 **Follow number with tab character**
- 7 **Click check box to add tab stop. Adjust to 1 cm**
(same as where the text indent was set)



Option # 2: Turn on Numbers first.

Using the system above, set up the number layout from the gallery before beginning to type. Type the text. Press enter every time you wish to get a new number to appear at the left margin.

Option # 3: Auto formatted numbered list

Word can automatically create a numbered list as you type:

- **TYPE 1** - to start a numbered list
- Press **tab** key
- **Type text**, pressing enter when a new number is to appear. (adjust spacing by using the method above)

SPECIAL NOTES

- **Finish a numbered list** - press enter twice
- **Insert a new numbered point** in the middle of the list - position cursor at the end of paragraph, and press enter.
- **Choose a separate a list** - Select text, right click and **choose to separate lists**.
- **Continue a previous list** – select text, right click and choose **continue a previous list**.
- **Start a new list** – select text, right click choose **restart at 1**
- **Start a new list at a new number** – right click and choose **set numbering value**

TROUBLE SHOOTING

If bullets and numbering do not begin automatically:

- Click the **Microsoft Office Button**
- Click **Word Options**
- Click **Proofing**.
- Click **AutoCorrect Options**
- Click the **AutoFormat As You Type** tab.
- Under **Apply as you type**, select the **Automatic numbered lists** check box and the **Automatic bulleted lists** check box. Tick these on.